

Harmony 3

Student Rollover-HS/MS



Prior to the Student Rollover

The rollover to the new school year should not take place until everything for the current school year is completed. You will want to make sure that you have completed everything that uses the grade levels as they are before rollover. This includes:

1. Grade books
 - ✓ If your teachers are using Harmony grade books for summer school, then the rollover needs to wait until after these are completed
2. Report Cards
3. Honor Roll
4. Grade Reports
5. GPA/Rank
6. All State Reports
 - ✓ The GR and EXSU report can wait until fall

In addition, you will want to check the "Grades Offered" on your System Profile prior to rolling over. The rollover process will make the highest grade level listed on your System Profile move into the graduate view. If the grades offered are not accurate, please correct them prior to beginning the rollover process.

Performing the Student Rollover Process

To begin the rollover process, go to Office Use...Rollover...Promote Students.

1. Select which students will be retained in each grade level. You can display students by grade if you wish. Each student checkmarked will display to the right so that you can see a running list of who will be marked as retained.
2. Enter the graduation date for the seniors.
3. Upon touching "Next", all active and incoming students will be marked as promoted except for those students listed at the top of the popup box that are flagged as retained. At this point, students' grade levels will not show as advanced. This step just marks their record as to whether they are promoted or retained.

Promote / Retain Students

Step 1 - mark retained students

Grade: All

Beauty, Sleeping Aurora
 Benson, Bill
 Bob, Billie
 Brewer, Emma E
 Brinkley, Samantha
 Brown, Dean
 Brown, Sandi
 Bryant, Duane A

These students will be retained
 Benson, Bill (8)
 Brinkley, Samantha (11)

Graduation Date: May 27, 2017

All active and incoming students will be marked as promoted, except for any students listed above.
 Students will be advanced to the next grade level on the following screen.

next cancel

4. Verify that everything for the current school year is completed. You will need to check off each item before touching "yes, continue". If any of these items are not completed, please touch "no, I'm not ready to continue".

Stop!

Please ensure you have completed the following items before proceeding...

Grade books are finalized
 Report cards are complete
 Honor roll
 Grade reports
 GPA / Rank
 All applicable State Reports

If you have not completed these items, you should do so before you advance your students.

yes, continue no, I'm not ready to continue

5. Select if you wish to clear any data on the student records. This data can be cleared at a later time. One thing to note, the extracurricular activities does not clear the history of activities on the students. Instead, it just clears the current activity list for the new school year. This will allow you to start fresh with new activities for the new year.
6. Upon touching "Finish", the grade levels on your students will be advanced if they are marked as promoted. This step looks at the system profile to see what grade levels are offered. If the student moves up to a grade level that is not offered, then they are moved to the inactive graduates view. Additionally, once you finish this process, each student will have a school year document added to their record for the new school year. This is not a separate step that needs to be done. **After the rollover is completed, this process cannot be done again. This will prevent the grade levels from being advanced more than one time.**



Step 2 - advance students' grade and reset fields

Mark the fields you want cleared for each student as the grade levels are advanced.

- Direct Certification
- Extracurricular Activities
- Paperwork
- License Plate Number
- Parking Permit Number
- Vehicle Description

Students who were not retained will be advanced to the next grade level.
Students leaving this building will be marked as graduated.

When you are ready to complete your rollover, touch Finish.

 finish  cancel

Note to Guidance Counselors regarding Senior Transcripts...

If you wish to get a graduation date on senior transcripts, but you don't wish to actually perform the rollover yet, you can simply do the step of promoting the students. Add the graduation date and touch "next". Then on the next popup box, you would cancel out before actually moving on in the rollover process.

- Once the rollover is completed, the system profile will need to be updated with the new school year information. Open the System Profile in Office Use...System Settings. Edit the current term and current grading period. Then enter the new grading period dates.

Guidance

School year: 2017-2018

Term: 1

Grading period: 1

Grades offered: 7,8,9,10,11,12

Terms: 2

Grading periods: 2

Grading Period Dates

Grading period 1:	8/14/2017	10/16/2017
Grading period 2:	10/17/2017	12/30/2017
Grading period 3:	1/6/2018	3/24/2018
Grading period 4:	3/25/2018	5/15/2018
Grading period 5:		
Grading period 6:		